

Jefferson High School
Athletic Handbook
2014-2015

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The following activities are available at Jefferson High School

Sports:	Baseball Basketball Cross Country Football	Rally Softball Swimming Track	Volleyball Wrestling Soccer
Possible Activities/Clubs:	Art Club ASB Close Up FFA	Honor Society Lions Den Music O.S.S.O.M.	Equestrian Club Science Club Spanish Club S.T.A.R.S.

JEFFERSON HIGH SCHOOL

Activities Vision:

The Jefferson School District believes that a dynamic program of student activities is vital to the educational development of the students.

The district athletic plan should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society.

Athletics should function as an integral part of the total curriculum. It should offer opportunities to serve the institution, to assist in the development of fellowship and sportsmanship, to promote self-realization and all-around growth.

We believe:

1. Athletics help develop stronger bodies and healthier lifestyles.
2. Athletes learn sportsmanship and the value of teamwork while practicing and playing sports.
3. Athletics promote and develop self-esteem and self worth.
4. Interscholastic competition provides a medium for school spirit and school pride for the student body and community.
5. Athletic programs are an important and necessary part of the total school experience. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community and to the students themselves.

6. Athletics provide wholesome opportunities for students to develop favorable habits and attitudes of social and group interactions.
7. Leadership qualities of many athletes are improved with athletic programs.
8. Student activities are considered a supplement to the school's program of education, which strives to provide experiences that will help to develop boys and girls physically, mentally, socially and emotionally.
9. The interscholastic athletic program shall be conducted in accordance with existing policies, rules and regulations. While we take great pride in winning, we will not condone "winning at any cost" and discourage any and all pressures which might tend to neglect good sportsmanship and good mental health. At all times, the athletic program must be conducted in such a way so as to justify it as an educational activity.

In summary:

The ultimate goal of the athletic program should be:

- 1) To realize the value of participation without over-emphasizing the importance of winning or excelling.
- 2) To develop and improve positive citizenship traits among the program's participants.
- 3) To encourage overall fitness.

PARTICIPATION

The teams and athletic programs approved for participation are based upon student interests and levels of competency; availability of facilities, equipment and personnel; travel distances; and availability of opponents. It is desirable for each freshman player to compete in each game, but playing time may not always be equal, depending on the game situation. The emphasis on varsity competition is to field the best possible team to compete. Some players will play more than others will, and it is not uncommon for some players to not play at all in any one contest.

There is an athletic registration fee of \$100.00/sport that must be paid before competing. A maximum of \$200.00 per year/athlete will be assessed. See registration form for more information.

A student shall practice or compete in athletic events only with the written consent of a parent or legal guardian. A special form has been developed and used to record this consent.

To the extent possible, competitors are to be matched in physical ability and physical maturity and compete against comparable teams.

Students can practice and compete only after all school fees are paid.

SPONSORSHIP AND ADMINISTRATION

Publicity released by the schools should stress team performance, a description of the event, and the number of participants, with a minimum of emphasis placed on individual performance.

WEATHER

When weather conditions impose a hazard to the health and/or safety of the participants, athletic contests are to be postponed or canceled. Whenever school is closed due to inclement weather, all sports events will be postponed.

TRANSPORTATION

A student shall ride to and from the contest in transportation provided by the school when possible. A coach may grant permission to leave the traveling party when the parent or guardian personally contacts the coach with a request to have the student ride with him or her. Students are not to be released to anyone other than parents/guardians. Any emergency exceptions need prior administrative approval. Students will not be released to ride with anyone under 21 years of age. Students may need to ride with private parties when school transportation is not available. This will require the private vehicle permission form be filled out.

PRACTICES AND CONTESTS

Instructional class time shall not normally be used for athletic team practices.

Practice shall be conducted outside of school hours. High school practices should be held for no more than two hours without a rest period or instructional time of at least 30 minutes.

Practices and competition during school holidays and vacations should be limited, and need administrative approval in advance. Required practices are never to be held on Sunday.

AWARDS

The athletic activities should stimulate the participants to play for the enjoyment of playing and not for awards or other artificial incentives. (See OSAA Rules and

Regulations). Awards shall be certificates only, with the exceptions of the M.V.P. and the Booster Club Award. Participants should make an effort to attend award banquets.

The Varsity Lettering criteria is as follows:

Each program will have specific lettering requirements. These requirements should be presented to the athletes at the beginning of each season. Lettering requirements will be approved by the athletic director.

In all sports, the athlete must finish the season in good standing. Seniors may letter with less than the above requirements. Students that are academically ineligible are not finishing the season in good standing.

The above requirements may be waived at the discretion of the coach, with prior approval of the Athletic Director. Coaches are to turn in a list of awards and letter recipients to the Athletic Director 3 days prior to the awards night.

Other award criteria as follows:

M.V.P.	Most Valuable Player Awards are to be selected by the coaching staff and/or the athletes.
Booster Award	Promotes sportsmanship and the concept of team participation. The recipient must demonstrate leadership, by always giving his/her best effort in practice or in games; reliability and dependability, by attending practices regularly; and discipline, by dutifully completing all player obligations.
Carol Menken Award	Awarded to a boy and girl varsity basketball player for "outstanding dedication and sportsmanship", selected by the head coach - given at athletic award night.
Principal's Award	Given to seniors that have competed in ten or more sports and have a GPA of 3.5 and better. These are given out at the awards night and the student body assembly at the end of the year.
Outstanding Boy & Girl Senior Athletic Award	Awarded to a senior boy and girl for athletic achievement, voted on by a committee of coaches.

Pac West Scholar Award Athletes may earn a Pac West Scholar Award if they have a 3.50 GPA or better and have lettered in at least one varsity sport that year.

Activity Letter Students in the following activities may be eligible for Activity Letters if they meet the requirements set forth by that activity's advisor: Athletic Managers, Athletic Stat People, Film Crews, Student Body Officers, Pep Band, Drama, Choir (if competing), Academic Letters, and FFA.

Athletes are not allowed to quit one sport and try out for another sport during the competitive season without approval from the Athletic Director and both Head Coaches. Athletes are not allowed to turn out for a sport until all athletic gear from the previous sport has been turned in or paid for and all fees owed to the school are paid in full.

PHYSICAL EXAMINATIONS

Students are to have a physical examination prior to practice and competition in athletics. These exams are good for two school years by legislative statute. If a student has stopped playing because of a medical request then that student will need a medical release to resume practicing or playing.

CONDITIONING AND TRAINING

An athlete shall have an appropriate period of training and physical conditioning prior to engaging in a contest. This period of time shall be determined by responsible athletic personnel and will depend upon the physical condition of the athlete and the type of competition.

INSURANCE

ALL STUDENTS participating in a sports program shall be covered by athletic accident insurance, purchased either through the school or by a home policy with their parents or guardians. Proof of insurance coverage must be on file in the high school office

ASB FEES

Any student going out for a sport must have an ASB card. ASB card may be purchased for \$15 dollars during registration hours and in the student services area.

MEDICAL TREATMENT PROCEDURES

All coaches are required to have a current first aid card. Coaches are to familiarize themselves with the location and availability of the first aid supplies.

FLUID SPILLS

ATHLETIC SITUATIONS

It is recommended that students with open lesions (cuts/sores/acne) do not participate in close physical contact sports unless:

1. The lesions are dry or scabbed over.
2. The lesion can be appropriately dressed (e.g. with bandage or gauze) in a secure manner.

A. Handling of Body Fluid Spills

Items to have on hand:

1. Disposable plastic gloves
2. Garbage bags with seal/twist
3. Paper towels
4. Soap and water
5. Alcohol
6. Bleach or other disinfectant

Procedures:

1. First Aid - If at all possible, encourage student to clean and dress his/her own wounds. If he/she is unable:
 - a. Wear disposable gloves when rendering first aid or cleaning injuries.
 - b. Disposable towels/clean gauze should be used for each injury and then discarded as noted in "c".
 - c. Place any blood-stained first aid supplies in plastic bag which can be sealed.
 - d. Remove gloves (turning inside out) and place in plastic bag (refer to Appendix B for glove removal guidelines).

- e. Band-Aids may be applied after removal of gloves if care giver will not come into contact with blood or wound drainage.
- f. Being careful to touch only the clean outside surface of the bag, seal the bag.
- g. If no blood spilled on other student, clothing or equipment, wash hands per Hand-washing Guidelines (See Appendix A).

2. Blood spill on another athlete

- a. If athlete sustains any open skin lesions which have come into contact with blood of another athlete send to locker room to thoroughly wash, scrubbing the skin with soap and running water. Use skin disinfectant, e.g. Betadine* or Hibiclens* or 70% alcohol after washing.
- b. If athlete's skin at area of blood contact is intact, have that athlete wear gloves and wash off his own skin with disposable towel containing soap and water. If blood spill is extensive, it is recommended that student scrub skin with soap under running water. Discard towel and gloves in same bag as 1.c. Wash hands.

*Reference to these procedures does not in any way constitute an endorsement by MESD School Health Services.

- c. If athlete gets blood in eye or mouth, flood exposed part for 1 to 2 minutes under running water.
- d. If vomitus is involved, observe the same procedures a-c.

3. Blood spill on clothing of wrestlers

- a. Wrestler to remove soiled garment. Wash skin under area of soiling as in 2-b and put on clean garment.
- b. Place soiled garment in plastic bag, seal bag, set aside for later attention.
- c. Clothing soaked with body fluids should be washed according to procedure outlined in Appendix D. If clothing is to be washed at a student's home, a copy of these guidelines should be sent to the home.

4. Blood spill on wrestling mat

- a. Wearing gloves, wipe up blood spill with absorbent towels.
- b. Wash area with soap and water. Use friction!
- c. Apply disinfectant, e.g. solution of 1 part bleach to 9 parts cool water which has been freshly mixed within the past 24 hours. Wipe surface with

bleach solution and allow drying for 2 to 3 minutes before continuing match.

Note: Containers containing bleach should be clearly marked to prevent accidental ingestion.

- d. Dispose of gloves and all other disposable cleaning materials in plastic bag, secure and give to custodian for disposal.
- e. Place any non-disposable cleaning materials in a separate bag, secure and treat as in 3-c.
- f. Wash hands thoroughly.

B. Blood Spills on Other Athletic Equipment, i.e. Footballs

Clean surface with soap and water. Wearing gloves, use friction (SCRUB!) and follow with bleach solution of 2 to 3 minutes exposure. Items can be washed/rinsed again.

C. Fluids Dispensed

Fluids provided at breaks should be dispensed in individual single-use cups to prevent transfer of saliva from one person to another.

ACTIVITIES/ ATHLETIC ELIGIBILITY

(Revised November 2007)

ACADEMIC ELIGIBILITY

It is the intent of Jefferson High School to provide opportunities for extra curricular activities (*) to those students who are making solid academic progress. While these activities are important, the student's academics should be given first priority. The OSAA requirement is that students are taking and passing at least five classes and making progress toward graduation.

To be academically eligible, under Jefferson High School eligibility, requires that a student must have a GPA of 2.0 or better at the end of each nine weeks. Students enrolled simultaneously in an institution of higher learning must be enrolled in, and passing, two subjects at JHS. Eligibility starts when grades are officially released from the principal's office. At the end of the semester there are two sets of grades. At this time, the higher GPA will be used. An ineligible student will remain ineligible until their grades are above a 2.0. The student may do a grade check at two weeks into a grading period. If the student becomes eligible at this time, the student must then do another grade check at the 4 week progress report to verify that they are maintaining that 2.0 or better. If the student is not maintaining a 2.0 or better at this second grade check, the student will be ineligible for the remainder of that nine-week grading period.

When a student is academically ineligible, he/she may practice but not participate in games, matches, performances or contests. Students who are on an Individualized Educational Programs (IEP) will be considered for eligibility by the diagnostic team.

Students that choose to attend summer school in an effort to improve grades will have those credits added to their spring semester GPA. This may or may not raise the GPA, as they are in addition to, rather than a replacement for, existing grades. The OSAA does allow summer school to alter the passing five classes each semester rule.

ATTENDANCE ELIGIBILITY

Students are expected to attend school on a full time basis. Students should not be truant to any classes if they desire to participate that day. If a student is more than 5 minutes tardy to any class it will be considered an unexcused absence. Students that are found to be truant to class (cutting, skipping, i.e.... unexcused absence) will not be allowed to participate in any activities, practices, or games that same day. For this issue Saturdays are considered on extension of Friday. Students that miss school because they are "sleeping in" are considered to be cutting school. Students that are excused from attending school because they were ill can't practice or participate in competition on that day without a doctor's note.

EQUIPMENT AND FEES

Prospective students will not be allowed to practice or turn out for a sport/activity following another sport/activity until all issued material is checked in from the previous sport/activity and all fees are paid.

OTHER ORGANIZED TEAMS

Students may not participate on any other organized athletic team while a member of a similar school team. (OSAA) They may not participate on two school teams simultaneously, unless the student is a senior with school board approval.

ACTIVITIES/ ATHLETIC TRAINING AGREEMENT

(Revised November 2007)

Training is a key to individual and team success. It means preparing physically and mentally by means of common sense living and intelligent hard work. Athletes/students representing Jefferson High School must, at all times of the calendar year, display behavior which is complimentary to the school.

It is the student's responsibility to be aware of, and abide by, all training rules. Training rules apply to all eligible students at all times. **Athletic and activity-eligible students are responsible for representing Jefferson High School during the off season and summer break.** Coaches/directors may present additional specific team rules, which students are expected to follow. These team rules are designed to work in harmony with the JHS rules.

In observing training rules, students will comply with the following:

1. Shall not use or possess tobacco in any form, at any time. (Penalty Step 1)
2. Shall not be involved in malicious mischief at any time.(Penalty Step 1)
3. Shall not be involved in criminal-related activities at any time. (Penalty Step 2)
4. Shall not knowingly be, associated at a social gathering or at a school activity, with a person who is found to be using, under the influence of, or in possession of, alcoholic beverages, non-prescription drugs or hallucinogenic compounds.
(Penalty Step 2)
5. Shall not use or be in possession of alcoholic beverages, non-prescription drugs, or hallucinogenic compounds at any time. (Penalty Step 2)

Any student found in violation of a training rule will be restricted from athletics/activities according to the following steps:

Step One:

Two week (14 Calendar day) suspension

Step Two:

Three week (21 Calendar day) suspension. Students must also complete a Alcohol/drug assessment or education program at their own expense.

Step Three:

Six week (42 Calendar day) suspension. . Students must also complete a Alcohol/drug assessment or education program at their own expense.

Step Four:

Full suspension from all extra-curricular participation for the remainder of the student's high school career.

Each further violation of the training rules will result in discipline at the next step.

- Suspensions begin from the date in-season athletes/participants are notified that they have been suspended by the athletic director. If currently not competing, the suspension will begin with the first scheduled competition of the student's next activity.
- If the suspension is longer than the student's remaining season, the balance will carry over into the next season.
- Training rules will take effect beginning on the first day that a student participates in any activity and will continue throughout his/her high school career. All suspensions will carry into the next year or season.
- Students will be required to finish the season or activity in good standing in order for the suspension to count (Students will not be able to join a sport in order to serve their time and then quit).

By their signature, the student and parent agree that the student shall comply and abide by the terms and conditions of this rule at all times, throughout the remainder of the student's high school attendance with Jefferson High School.

Parent _____

Date _____

Student _____

Date _____

ADMINISTRATION OF DISCIPLINE

Athletics and activities participation are considered a privilege at Jefferson High School. Students participating in any of the extra-curricular activities may do so only as long as their conduct, in and out of school, is in the best interest and welfare of the student body as a whole. Any student suspended from school may not participate nor attend these activities until the suspension is over. A student absent from school due to illness, suspension (In or out of school), or truancy (cut classes); may not participate in extra-curricular activities on the day nor attend school functions. Saturday is usually considered an extension of Friday.

Serious disciplining of an athlete for violating training rules or for other reasons, which result in the student being suspended from the team, shall follow the procedure set forth below:

1. Coaches or teachers should personally and immediately confront students suspected of violating training rules to determine if a violation has occurred. Care should be taken to gather facts and information and make written record when possible.
2. Coaches have the authority and the responsibility to place students who violate training rules on probation, with input from the Athletic Director.
3. Prior to permanent removal of a player from a team, the coach will review this decision with the Athletic Director. The Principal shall be advised of the decision.
4. Parents will be notified by an administrator, as soon as feasible, following a training rule violation.
5. When the infraction is also breaking regular school policies, the student will go through normal school disciplinary procedures.
6. If a student refuses to follow coach's directive, and does not end the season in good standing, it will be considered quitting, and (s)he will not receive a letter for the sport or activity.
7. Any player or coach ejected from games twice will be subject to removal for the remainder of the season or four weeks, whichever is greater.
8. Coaches and student that are ejected out of any contest will be required to pay the fine assessed by the OSAA before resuming play.

JEFFERSON HIGH SCHOOL
Outside of School Activities
LETTER AWARD

I. **PURPOSE:**

What is the purpose behind giving letters for outside of school participation in sporting events? Some of our students are involved in sporting events that the athletic program could not possibly afford to offer.

Students spend a tremendous number of hours and hard work to perfect their skills and talents, and deserve recognition for their efforts. If we truly are to be in partnership with the community then recognizing students for their outside sporting events is a step in the right direction.

II. **CRITERIA:**

It is not our intent to hand out letter awards to everyone who asks. Guidelines have been established to protect the integrity of the High School Letter Award. To be eligible a student must meet certain qualifying standards, and the application must be approved by a selection committee.

Qualifying Standards:

- A. The outside sporting event cannot be related to a sport that Jefferson High School already sponsors. City league basketball, summer baseball or indoor soccer are three examples of sporting events that will not be acceptable.
- B. The athlete must have a coach or sponsor that they have been working or training with and the coaches lettering policy (if applicable) will be viewed.
- C. The athlete must show evidence of competition in their sport on a regular and on-going basis.
- D. There should be adequate preparation time in terms of how many years, months, weeks, days, and hours per day are spent working on skills of the event.

III. **APPLICATION:**

- A. List all honors and awards you have received pertinent to the sport. A separate sheet may be attached if it is neatly written or typed.
- B. The application should be neatly printed in blue or black ink. (Please type if possible.)
- C. Answer all questions.
- D. Applications may be picked up and returned to the Athletic Director's Office.

IV. **SELECTION COMMITTEE:**

The athletic director will work with the Athletic Advisory Committee to read through the student application forms. The committee will determine if student applications meet the criteria for a Jefferson High School Letter Award.

V. **FEE:**

A ten dollar fee will be charged to each individual who qualifies. The rationale is that the individual does not pay a player participation fee as do the athletes in a school sponsored sport.



Athletic Handbook Verification

Please sign below and return to athletics Director

I have read this athletic handbook and understand that, as an athlete, I must abide by the guidelines set forth in this handbook.

Student
Name _____

Sport _____

Signature _____

Date _____

As a parent/guardian, I have read the athletic handbook and understand that my student athlete must follow the guidelines set forth in this handbook.

Parent/Guardian Signature _____

Date _____
